



**Thank you** for taking the time and putting in the work to support *Women Giving Back* with your donation drive. Our mission is to support women and children in crisis on a first step to stability by providing clothing at no cost, assisted by a caring and committed community. The items you collect will be used to help empower women and children in need in your own community, making all the difference in their worlds.

## Steps to Organizing A Donation Drive

**Step 1. Determine** whether you would like to run a general clothing drive, or a specific drive for WGB (i.e. Underwear & Socks, Diapers, Feminine Hygiene Products, School Supplies, Halloween, Holiday Gifts, Prom)

**Step 2. Contact us.** Our needs change seasonally, and we can help you to determine our most needed items to collect. If you have not already, contact our Volunteer Coordinator at [Julia@WomenGivingBack.org](mailto:Julia@WomenGivingBack.org). Our needs change seasonally, and we will help you to determine our most needed items to collect. You will receive everything you need to get started: donation receipts, flyer templates and donation boxes.

**Step 3. Get Approval.** If you are involving your workplace, school, or faith community check to see if there is a policy might be in place that prohibits taking collections without prior approval. Decide on a collection location (conference room, lobby, cafeteria, main entrance, etc.).

**Step 4. Select a Timeline.** It is also important for us to know the timeline of your collection and set a tentative delivery date. This way we can plan for other collections to ensure we have enough inventory in stock. The length of your collection drive can be a day, a week, a month, a season, or ongoing.

**Step 5. Advertise & Promote!** Schedule a kickoff event to get the word out. Let your group know what you're doing and why. Post your signs and place your collection boxes in high traffic areas, such as the lunchroom and lobby. Send out emails out to your friends and family about how to get involved. Utilize your local community or school newspaper or newsletter. Be fun and creative!

**Step 6. Collect.** Keep an eye on your donation boxes. As they fill up, move them to a safe place. Update your group on the progress your team is making.

**Step 7. Drop Off** the items you have collected! Check our online calendar for donation drop off times. We could also arrange a tour of our facility at the time of drop-off if you would like! If you have donations that can not fit in a standard size SUV please email us and we can arrange a pick up if needed.

**Step 8. Say Cheese.** We love for you to share pictures of your kickoff, donation collection and drop off. Please be sure to tag Women Giving Back on social media or e-mail them to us.

Our greatest asset is our **volunteers**. Want to end your donation drive with a bang? Schedule your group to volunteer at WGB. Bring your donations with you and help us sort/ hang clothing, stock the boutique or be a personal shopper. For more information about volunteering, please contact Julia at [Julia@WomenGivingBack.org](mailto:Julia@WomenGivingBack.org) or call 571.313.1089.